



Agency Records Disposition Schedule

Department: Department of Corrections

Section: Institution

Division: Division of Adult Institutions

Sub-Section: Mailroom

TITLE: Certified Mail Book

CUTOFF: WSO

DESCRIPTION: Log of certified mail sent to/from any source.

RETENTION: Years: 1 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22873

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008

TITLE: Legal Book of Privileged Mail

CUTOFF: WSO

DESCRIPTION: Mail to offenders from consulates, judges, attorneys, courts, elected officials listing their addresses, date received. Offender signature required upon receipt of letter.

RETENTION: Years: 3 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22874

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008

TITLE: Money Order/Check/Cash Return

CUTOFF: EOY

DESCRIPTION: Form sent to offenders notifying them of money received, from whom, and date returned to sender. Form #MO931-0925

RETENTION: Years: 3 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22871

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008



Agency Records Disposition Schedule

Department: Department of Corrections

Section: Institution

Division: Division of Adult Institutions

Sub-Section: Mailroom

TITLE: Postage Meter Log

CUTOFF:EOCY

DESCRIPTION: Log of total number of letters sent and postage used. Total number of letters sent out by offenders.

RETENTION: Years: 3 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22872

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008

TITLE: Rejection of Mail Log

CUTOFF:EOCY

DESCRIPTION: Log of mail returned to sender that has been opened but, per policy, inmate is not allowed to have. Form #MO931-3798

RETENTION: Years: 3 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22875

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008

TITLE: Unauthorized Property

CUTOFF:EOCY

DESCRIPTION: Forms listing property sent to offender that must be returned/donated or disposed of. Form #MO931-0226

RETENTION: Years: 1 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22876

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008